

## Sisseton-Wahpeton Oyate

### Job Description

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**Job Title:** OVC/TVSSA Domestic Violence Case Manager Advocate

**Reports to:** OVC/TVSSA Project Director

**Department:** SWO Tribal Health/OVC TVSSA project

**Wage:** \$22.00 to \$24.00 per hour

**Supervision:** Under the supervision of the OVC/TVSSA Project Director and is responsible for providing case management and support to help improve services for victims of crime.

**Standard Employment:** Hours are 40-hour per week, and will primary be between the hours of 8 AM to 4:30 PM Monday through Friday.

**General Description:** The Domestic Violence Case Manager Advocate primary job function is to provide culturally appropriate victims service, advocacy, case management, referrals, follow-up care, and help coordinate community response for linkage of victims service.

#### **ESSENTIAL FUNCTIONS:**

1. Develop a case management system for the OVC/TVSSA program with policies and procedures.
2. Assist in day-to-day operations of OVC/TVSSA Program.
3. Provide culturally sensitive advocacy and victim-centered approach
4. Protect the security of information, data and files.
5. Responding to and putting through various queries from manager and employees, and from other departments.
6. Refers clients to other agencies and resources and advocates directly with other agencies as needed to help clients access necessary services.
7. Interacting with and supplying information to employees, department heads and youth and families in a courteous and helpful manner.
8. Maintains collaboration partnerships with referral agencies.
9. Monitor clients to see there are progressing through programs, facilitates client navigation to community services, and documents according to standard operating procedures.
10. Attend native focused 40-hour domestic violence advocacy training.
11. Assist in facilitating support groups and community outreach awareness campaigns.
12. Coordinate and implement special events for Domestic Violence and Sexual Assault Awareness.
13. Must understand crisis management concepts for emergency crisis calls.
14. Maintain a high level of confidentiality and professionalism at all times.
15. Other duties as assigned by Project Director

**QUALIFICATIONS:**

1. Computer knowledgeable with Word, Excel, and Workplace.
2. Ability to communicate clearly and diplomatically with the public and co-workers
3. Have or the ability to get NARCAN Certification.
4. Native Focus 40-Hour Domestic Violence Training with in three months.

**EDUCATION AND/OR EXPERIENCE:**

1. AA Degree and/or 2 years' experience in related field
2. Two years of work experience as a case manager, outreach worker, preferably in the helping field.
3. Ability to systematically organize and maintain filing system.
4. Ability to maintain financial records.
5. Ability to write routine reports and correspondence.

**JOB REQUIREMENTS:**

1. Pre-employment background check and drug-use screening test is required.
2. Must sign a Confidentiality Statement upon hire and adhere to policy.
3. Must have a valid State driver's license

Approved



Date

